

## **Job Description**

# **Specialist Development Management Practitioner**

*Final*

*Date: September 2017*

**POST:** Specialist Development Management Practitioner

**SERVICE:** Regulatory Services

**SECTION:** Development Control

**BAND:** 11

**REPORTS TO:** Manager of Development Control

**RESPONSIBLE FOR:** N/A

**TYPE:** 1) Hot desking or Agile/Mobile Working

All Council posts are subject to National Joint Council (NJC) conditions of service.

Basildon Borough Council is committed to safeguarding and promoting the welfare of children and adults, and expects all employees, contractors and volunteers to share its commitment to prevent abuse, harm or exploitation.

Please note that the Council applies a robust recruitment vetting process.

## **MAIN PURPOSE**

This is a key role and the post holder will be managing the process of determining strategic and major planning applications.

The Council's regeneration schemes, assisting where necessary in the preparation of development briefs. The Borough of Basildon is undergoing a period of regeneration and renewal with major developments and infrastructure planned for the area.

They will be the Council's expert witness and act as senior advisor on a range of Development Management matters and will attend Planning Committee meetings, inquiries and appeals. They shall make recommendations on major applications submitted by developers and others, for example by way of 'pre-application' advice, and advice on delivery.

They will be a senior partner in negotiating legal agreements to deliver affordable housing, infrastructure and regulation of developments, also ensuring legal agreements are properly monitored. They will also provide reports, presentations and timely updates to relevant scrutiny committees and other forums to provide timely updates, including participation in Member training on topics within their specialist field.

They will from the development management perspective assist the Planning Policy Team with the preparation of documents comprising the Council's Local Plan and act as the main point of contact with that team to ensure a coordinated approach.

In order to improve the day to day running of the Development Management team, this role will be leading on service improvement projects, ensuring any changes accord with best practice and comply with current legislation and Government guidelines.

To support the Manager of Development Control in developing and delivering the corporate vision, values and priorities of the Council and the projects for which the post holder is responsible.

## **DUTIES**

1. Responsible for the processing of major and strategic applications from receipt through to determination and the conclusion of legal agreements and subsequent discharge of planning conditions.
2. Responsible for attending liaison groups, both externally and internally, including representing the Council on external bodies to develop partnership working and advance Council priorities and objectives.
3. Lead on special projects to deliver service improvements and redesign both on their own and within a team to enhance efficiency and to meet key performance indicators.
4. Responsible for assessing the implications for the Council of new legislation and government changes and developing policies and procedures to meet the changes as necessary.
5. Responsible for managing the budget relating to the engagement of specialist advisors and barristers and negotiate service level agreements for purchase of specialist advice where not available in-house.
6. Be the Council's expert witness for complex major planning appeals and in court to defend decisions made by the Planning Committee and via the scheme of delegation.
7. Act as an expert advisor to key members, senior managers and external bodies on issues relating to Development Management.
8. Responsible for attending and providing professional guidance and advice to any relevant Committee, including Planning Committee, sub-committees and working parties. Responsible for authoring, reviewing and editing committee and cabinet reports, interpreting policies and preparing appraisals and recommendations as required.
9. Responsible for contributing to Service Design and Service Plans for Development Management within Regulatory Services
10. Responsible for mentoring, providing advice, support and relevant training for other members of the team to assist in their development and succession planning within the service.

11. Deputise for the Manager of Development Control as required.
12. Undertake all the duties within the framework of Equal Opportunities.
13. Any other duties appropriate to the post: These other duties must be equivalent to or below the salary and status of the role and, where appropriate, under the Equality Act 2010, due consideration must be given to any employees with a “protected characteristic”.
14. You must cooperate in all matters relating to Health and Safety and implement all procedures for your job role. The identification of Health and Safety related risks within the working environment must be highlighted to your management.

## PERSON SPECIFICATION

<b>Position Title:</b>	Specialist Development Management Practitioner	<b>Date Prepared:</b>	September 2017
<b>Department:</b>	Regulation	<b>Band:</b>	11

<b>AF= Application Form</b>	<b>I = Interview</b>	<b>T= Test</b>
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	REQUIREMENTS	Essential	Desirable	Assessed
<b>1.</b>	<b>EXPERIENCE AND KNOWLEDGE</b>			
1.1	Up to date and thorough demonstrable knowledge of complex planning processes and related legislation and Government policy	✓		AF/I
1.2	Experience of successfully negotiating complex major and strategic applications to conclusion, including those with complex legal agreements.	✓		AF/I
1.1	Demonstrable experience of negotiating at a high level with a range of stakeholders	✓		AF/I/T
1.4	In depth experience and understanding of the wider development process.	✓		AF/I/T
1.5	Senior experience of advising at informal hearings or public inquiries.	✓		AF/I/T
1.6	Experience of making improvements to processes and the service.	✓		AF/I/T
1.7	Proven experience of dealing with elected Councillors at all levels.	✓		AF/I/T
1.8	Flexibility and ability to work under pressure including meeting deadlines and managing a complex work load simultaneously.	✓		AF/I/T
1.9	Experience of ICT systems and compiling presentations.	✓		AF/I/T
1.10	Right to work in the UK	✓		AF/I
<b>2.</b>	<b>COMPETENCIES</b>			
	<b>DECIDING AND INITIATING ACTION</b>			
1.1	a) Makes prompt, clear decisions which may involve tough choices or considered risks b) Takes responsibility for actions, projects and people c) Takes initiative, acts with confidence and works under own direction d) Initiates and generates activity	✓		AF/I/T

	<b>REQUIREMENTS</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
2.1	<b>WORKING WITH PEOPLE</b> a) Demonstrates an interest in and understanding of others b) Adapts to the team and builds team spirit c) Recognises and rewards the contribution of others d) Listens, consults others and communicates proactively e) Supports and cares for others	✓		<b>AF/I/T</b>
3.2	<b>PERSUADING AND INFLUENCING</b> a) Makes a strong personal impression on others b) Gains clear agreement and commitment from others by persuading, convincing and negotiating c) Promotes ideas on behalf of self or others d) Makes effective use of political processes to influence and persuade others	✓		<b>AF/I/T</b>
6.1	<b>PLANNING AND ORGANISING</b> a) Sets clearly defined objectives b) Plans activities and projects well in advance and takes account of possible changing circumstances c) Manages time effectively d) Identifies and organises resources needed to accomplish tasks e) Monitors performance against deadlines and milestones	✓		<b>AF/I/T</b>
6.3	<b>FOLLOWING INSTRUCTIONS AND PROCEDURES</b> a) Appropriately follows instructions from others without unnecessarily challenging authority b) Follows procedures and policies c) Keeps to schedules d) Arrives punctually for work and meetings e) Demonstrates commitment to the organisation f) Complies with legal obligations and safety requirement of the role	✓		<b>AF/I/T</b>
<b>3.</b>	<b>EDUCATION AND TRAINING</b>			
3.1	A degree or postgraduate diploma in Town and Country Planning or equivalent (i.e. Urban Design, surveying or architecture)	✓		<b>AF</b>
3.2	Full membership of the Royal Town Planning Institute		✓	<b>AF</b>
3.3	Demonstrates an effective achievement of continuous professional development	✓		<b>AF</b>